

Minutes

Transportation Management Centers Pooled-Fund Study Kickoff Meeting
June 6 & 7, 2000
Arlington, Virginia

Attendees:

Rick Bennett, MO	Lap Hoang, FL
Tony, Cioffi, IL	Vaughan Inman, SAIC
Robert Copp, CA	Cynthia Levesque, RI
Gene Donaldson, DE	Keith Maki, NV
John Farbry, SAIC	Cathy McGhee, VA
Mike Floberg, KS	Jon Obenberger, FHWA
Tom Granda, FHWA	Dottie Shoup, AZ
Kamal Hamud, DC	William Stoeckert, CT
Mike Hartman, NY	

Special Guests:

Christine Johnson
Gary Larsen
Mike Freitas

Agenda:

Tuesday, June 6

- 8 AM Reception (Coffee, Bagels)
- 8:15 AM Introductions & Welcome (Tom Granda, FHWA)
Christine M. Johnson
Program Manager, Operations
Director, ITS Joint Program Office
Gary Larsen
Director, Office of Operations Research and Development
- 8:30 Review Agenda & Activities to be Completed
- 8:45 Review & Adopt Charter (Tom Granda)
-Review Current List of Participants & Funding
-Review Comments Received, Discuss, Resolve Outstanding Issues

It was decided that the current members would consider additional non-state members (e.g., cities, toll authorities and turnpike authorities) for acceptance on a case-by-case basis, and that each member would be polled when a formal request is received to join the PFS. Additional states are welcome to join without consideration by members. It was understood that the new states would not initiate new projects or change current projects or project priorities except through the normal process defined in the charter. It was agreed that if and when a poll of the members is required, each member would have one vote. The members

agreed to seek a transit person to participate in the PFS and to act as an advisor on transit and multimodal issues.

-Approve Charter

The charter was approved by consensus. Minor changes, as discussed, will be circulated among members. Chair and Co-Chair will serve 2-year terms. Clarifications on voting and inclusion of new members will be added to charter. All reference to "Traffic Management" in charter will be changed to "Transportation Management".

9:15 Select Chair and Co-Chair (Tom Granda)

William Stoeckert volunteered to serve as Chair of the group and was approved by consensus.

Robert Copp volunteered to serve as Co-Chair and was approved by consensus.

9:45 Review Process to Identify & Select Projects (Jon Obenberger, FHWA)

- Review steps
- Review proposed format of projects
- Identify Key TMC Areas & Issues
- Review Initial Project Proposals

10:15 Review List of Potential Projects (Chair)

- Review current project proposals & identify potential changes
- Identify any new projects

The following are the titles of the projects that were considered. Write-ups for most of the projects were distributed prior to the meeting. Gaps in project numbers resulted from proposals being withdrawn.

- 1 Transportation Management Strategies for Special Events*
- 2* Guidelines for Variable Message Sign Messaging*
- 3 Acceptance Testing for Transportation Management Centers*
- 5 TMC Operator Requirements Matrix*
- 6 Transportation Management Center (TMC) National Conference*
- 7 TMC Operator Training Course: Development*
- 8 Configuration Management for Transportation Management Systems*
- 9 TMC Operator Training Software*
- 10 Transportation Management System Operational Requirements and Concept*
- 11 Transportation Management System Maintenance Concept and Plans*
- 12 TMC Operator Training Course: Delivery*

13 TMC Web Sites (ITE TMC Committee and TMC PFS)

*15*Data Collection and Archiving*

** Projects first proposed at the meeting are designated by a single asterisk.*

12:45 Resume review of project proposals & identification of potential changes (Chair)

2:30 Break: During break members prioritize project proposals

Prior to voting on the proposals a move was made to approve project 13, the TMC PFS Web site. It was suggested that the cost of the project was low and would not affect other projects, and that the communications and outreach that the web site would provide would support all of the projects that would be undertaken. The motion was seconded and received consensus approval.

During the break members indicated the project proposals they favored most by placing stickers on them. Each member had three stickers. The following projects received sufficient support to warrant further development and consideration (number of stickers shown in parentheses):

2 Guidelines for Variable Message Sign Messaging (4)

5 TMC Operator Requirements Matrix (8)

8 Configuration Management for Transportation Management Systems (5)

10 Transportation Management System Operational Requirements and Concept (8)

11 Transportation Management System Maintenance Concept and Plans (8)

15 Data Collection and Archiving (4)

2:50 Develop Final Project Proposals (Chair)

The remainder of the afternoon session was devoted to further discussion and development of the above projects. Revisions were made to the proposals during the course of the discussion.

4:30 Distribute Revised Charter & Approve (If Required)

This was not required.

4:45 Review Day 2 Schedule & Charge (Chair)

Wednesday, June 7

8 AM Reception (Coffee, Bagels)

8:15 Resumed discussion of project proposals.

Over the two days there were extensive discussions of various issues. A second round of voting took place after these discussions. Only the six proposals that received sufficient support in the first round of voting were considered in the second round.

Table 1 shows the outcome of the second round. As in the earlier session each member had three stickers (i.e., votes). With consideration given to available resources, the projects shown in boldface were selected to be initiated as TMC Pooled-Fund projects this year.

Table 1. Results of the second round of voting in the project selection process.

Project Number	Project Name	Votes
5	TMC Operator Requirements Matrix	12
11	Transportation Management System Maintenance Concept and Plans	10
2	Guidelines for Variable Message Sign Messaging	9
8	Configuration Management for Transportation Management Systems	8
15	Data Collection and Archiving	4
10	Transportation Management System Operational Requirements and Concept	2

Prior to the voting, Project 10, which as proposed was to provide guidance in development of a TMC concept of operations received extensive discussion. Much of the discussion focused on what the project should address and how particular issues that members identified were related to the proposal. Issues that various members identified included: functionality and physical architecture; virtual TMC; statewide vs. regional centers; integration and information exchange between TMC's; backup systems; data sharing; privatization; various institutional issues; transit; and the need to consider traffic signal control system management. It was apparent that there were many issues, possibly worthy of a future project, which the members felt were related to, and could be addressed by, a concept of operations. However, because there was a lack of consensus on which issues should be included in the proposal, support for this project was less than it had been during the first round of voting.

After the voting, Project 15 was deemed a worthy project, though short of the level of support needed for selection. Cathy McGhee (VA) agreed to make sure that the proposal was completed and the members agreed to forward the

proposal to the FHWA JPO for consideration as part of their ADUS effort.

Progress in project selection was deemed to be progressing quickly enough that it was decided the meeting's business could be completed without an afternoon session. Therefore, lunch was forgone in lieu of an early adjournment.

- Identify Project Teams and Review Project Implementation (Chair)
 - Identify teams to manage projects

The following were identified as TMC Pooled-Fund Study champions and points of contact in further developing the approved projects.

Operator Requirements Matrix (0005)

Champion: Mike Hartman
Support: Rick Bennett
Roy Lawson (IL)

Maintenance Concept/Plan (0011)

Champion: Lap Hoang

Project 2: VMS (0002)

Champion: Rick Bennett
Support: Mike Floberg
Cynthia Levesque

Configuration Management (0008)

Champion: Cathy McGhee

Web Site (0013)

Champion: Jon Obenberger
Support: FHWA

The role of the Champions is to provide a single point of contact for project managers and members regarding respective projects. Champion ensures communication with all members. Support members have indicated a greater commitment to review projects and provide guidance. Unless other arrangements are made, FHWA will provide project management and support.

- Identify project implementation or contracting strategies

There was discussion of using existing Federal procurement methods (indefinite delivery, indefinite quantity contracts) that could be used to expedite project initiations. Robert Copp indicated California also had streamlined contracting methods for contracts the size of these projects. There was a consensus that the FHWA should use the contract mechanism that would be most appropriate to expedite the initiation of these projects and provide the necessary technical skills.

-Identify next meeting

May or June seemed to be acceptable months.

-Distribute vouchers to invitational travelers

Meeting adjourned prior to 1 PM

Action Items:

	<i>Target Date</i>
Distribute meeting minutes	June 16
Distribute revised project proposals for approved proposals	June 16
Provide a generic list of high level milestones for projects	July 7
Draft letters to states and put together attachments	July 7
Issue Press release	July 7
Distribute Sample SOW	July 7
Members to provide additional points of contact for projects and FHWA to distribute completed champions & supporter list	July 21